

~~CONFIDENTIAL~~

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15 November 1951

Chief, Administrative Services

Survey by the Office of Training

1. Reference is made to your memorandum of 6 November 1951 on the above subject.
2. In connection with the Administrative Officer Training Program, I believe that the proposal concerns itself with (a) personnel of Administrative Services to be trained, and (b) instructors who can be provided by Administrative Services for such a training program. In the case of the former (a) all of the personnel required by Administrative Services can be trained on the job and the general orientation program adequately serves the purpose of training new Administrative Services personnel. With reference to (b), I believe this question is impossible to answer until it is known: first, what training programs are requested by other operating and administrative activities; second, the subjects to be dealt with in such a program; and, third, the time which it will require. Upon receipt of this information adequate provision could be made for instructors of personnel from Administrative Services, provided it did not represent serious conflict with existing duties of such instructors.
3. It is quite probable in this connection that other operating and administrative activities may request training in the fields of machine records, reproduction and printing, real estate acquisition and records management.
4. In the first two instances on-the-job training within Administrative Services would probably be the best training that could be provided, whereas in the latter instructor personnel would probably be needed.
5. To summarize, I believe that additional information is required before being in a position to comment on this particular program.

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